

# **POWERTRACK**



**SDDC CONFERENCE - USMC TACK-ON  
01 MAY 06**

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Callewaert  
LPD-2/JBM*



# AGENDA

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- PowerTrack
- Auto CONOPS
- FedEx Credits
- Missing Transactions
- Small Package Express
- Data Analysis Report
- PSI Certification
- Personal Property Issues
- System Helpdesk POCs
- HQMC POCs



# **POWERTRACK**

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- Commercial, third party freight payment system based on the credit card concept
- Directed for use by MRM#15 in 1997
  - 5 Themes of MRM#15
    - Use an e-commerce solution
    - Adapt a credit card-like solution (3<sup>rd</sup> party payment process)
    - Eliminate govt-unique documentation
    - Build in internal financial controls
    - Provide a single, standard payment sys across all modes of trans.
- Currently being used by MC, Army, AF, Navy, DLA, DCMA, and GSA



# ***POWERTRACK***

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- Current Marine Corps PowerTrack/Auto CONOPS Sites:
  - Blount Island Command
  - MAGTFTC 29 Palms
  - MARFORRES
  - MCAF Quantico
  - MCAS Beaufort
  - MCAS Miramar
  - MCAS Yuma
  - MCBH Kaneohe Bay
  - MC Base Camp Butler
  - MCB Camp Pendleton
  - MCB Camp Lejeune
  - MCB Quantico



# AUTO CONOPS

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- Auto CONOPS (Automated Commercial Transportation Payment and Accounting Process Concept of Operations)
- Automates financial back-end processing
- Embodies latest e-commerce
- ~~The Auto CONOPS:~~
  - Eliminates government-unique documentation
  - Reduces cost and infrastructure
  - Automates the payment and accounting process by using:
    - Segmented, pre-edited lines of accounting (LOAs)



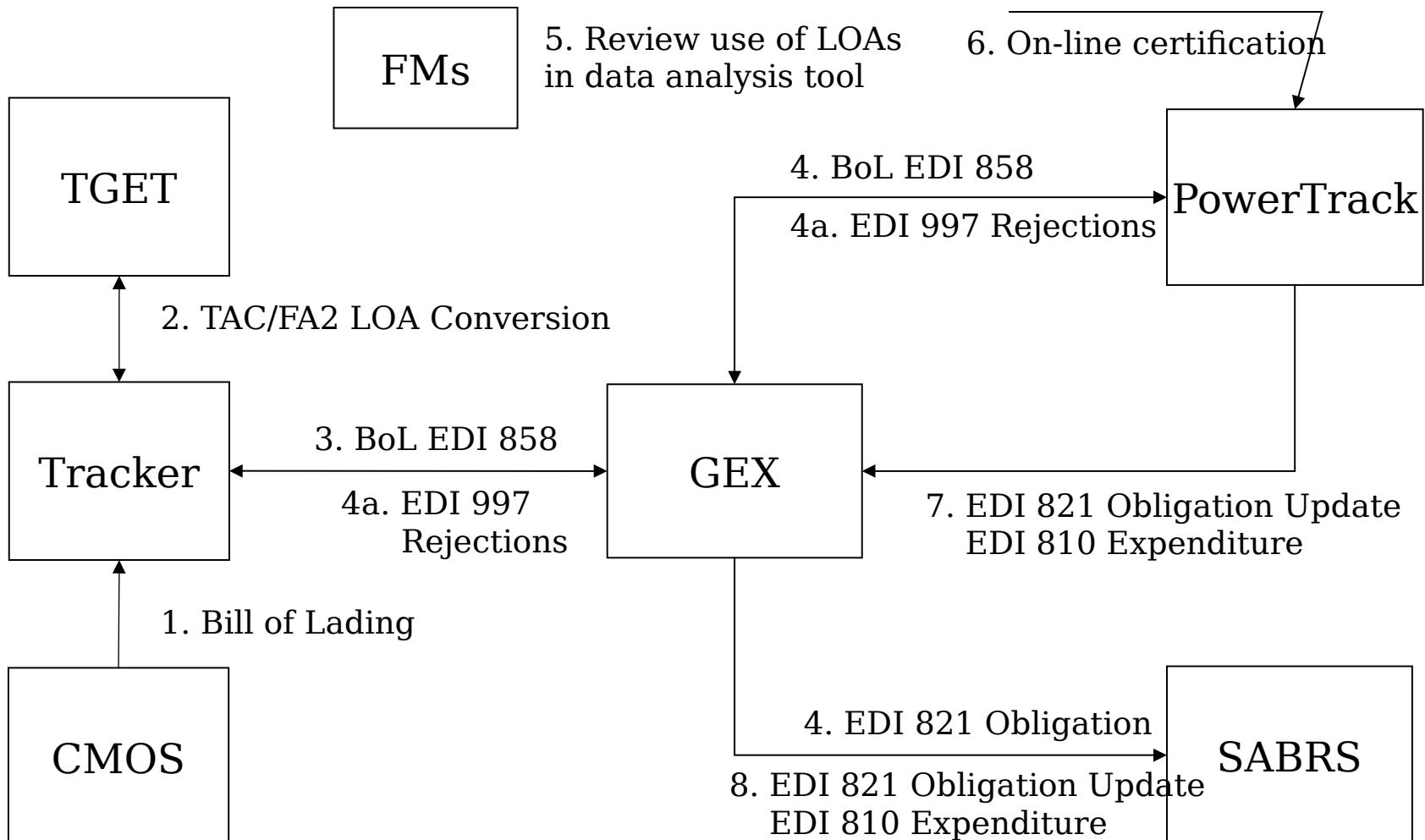
# AUTO CONOPS

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- Increase invoicing efficiency
- Reduce manual workload throughout the entire process
- Comply with financial law, regulations, and policy
  - Use TGET (Transportation Global Edit Table) to validate segmented LOAs
  - Record obligations at time of occurrence via EDI feeds
- Integrate financial and operational systems



# **AUTO CONOPS FLOWCHART (MC)**





# AUTO CONOPS (MC)

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- Rolled out to 2 additional MC sites in FY05 (MCB Kaneohe Bay, MCB Camp Butler)
  - Pending Evaluation of MCAS Iwakuni, MCRD San Diego, and MCRD P.I. during FY06 (for PT/Auto CONOPS)
- PowerTrack Summary Invoice (PSI) Certification Process
  - Requires both manual and online certifications for the manual and electronic portions of the PSI
  - Must use the PSI Line Item Detail to research charges for certification
- New USMC Chart of Accounts (COA) for FY06 (all MC sites share)
  - Limitation of COA (Does not allow for same TAC to be associated to multiple LOAs).



# **AUTO CONOPS (*Others*)**

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- Pilot sites for Army Rock Island and Navy Norfolk began in FY05 (Additional sites expected to be rolled out from each service in FY06)
- Impact to USMC on Army and Navy Sites being rolled out in FY06
  - Additional USMC LOAs will be paid electronically at DFAS
  - Additional Army and Navy LOAs will be processed electronically with segmented LOAs for USMC PowerTrack Accounts
- Air Force testing is expected to begin in FY06
- DLA has requested to be rolled out after other services have completed implementation



# FEDEX CREDITS

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- Issue: FedEx does not process e-bill credits (refunds) in PowerTrack
- Result: FedEx is mailing refund checks directly to the USMC TMO's office
- HQMC Response: To ensure these refund checks are processed and credited to the correct Line of Accounting (LOA) and Transportation Accounting Code (TAC) the following steps should be followed by the TMO
- Download and complete the DD Form 2277 below
  - Website for NAVCOMPT Form 2277 :  
[http://www.hqmc.usmc.mil/ar/mcefs.nsf/b5a536623154e656852568000051e863/7f030b136173305585256319005c3103/\\$FILE/NAV%20COMPT+2277.pdf#search='NAVCOMPT%20Form%202277'](http://www.hqmc.usmc.mil/ar/mcefs.nsf/b5a536623154e656852568000051e863/7f030b136173305585256319005c3103/$FILE/NAV%20COMPT+2277.pdf#search='NAVCOMPT%20Form%202277')
  - Remember to include the appropriate TAC that should be credited for the FedEx refund



# **FEDEX CREDITS**

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- Mail the completed NAVCOMPT Form 2277 and the check to:

Defense Finance and Accounting Service  
Kansas City Center/ATKL  
1500 E. 95th Street  
Kansas City, Missouri 64197-0001



# ***MISSING TRANSACTIONS***

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When it is suspected that transactions are missing from PowerTrack, the following steps must be taken by the local system administrator:

1. Verify that a valid BoL has been issued by your office
2. Identify date/time the BoL passed outgoing messages to DAASC in CMOS
3. Go to <https://tracker.wpafb.af.mil/>
4. Insert BoL number into Logistics Data Query screen (No frames)



# ***MISSING TRANSACTIONS***

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5. View display results: (example)
  - CBL Number: BGMT300147
  - TCN: M304003080FE01XXX
  - Date/Time Received: Apr 29 16:39 (in Tracker)
  - Date/Time Passed: Apr 30 14:15 (to PowerTrack from Tracker)
  - DAAS File Name: XWP0161484.119.1.20030429142002
  - ICC Number: 002574279
  - TAC: Local Funds
  - Bill To DODAAC: M93025



# ***MISSING TRANSACTIONS***

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6. For entries in the date/time received and passed fields and the DAAS filename:
  - Tracker has received, processed and transmitted the BoL to PowerTrack on the date/time indicated using the DAAS filename
  - Contact US Bank Helpdesk to obtain confirmation of upload into PowerTrack database by providing them the Interchange Control Number(s) (ICC#) of the file(s) that these CBLs were in, the date the file was sent, and whether or not you received an EDI 997 (rejection notice) acknowledgement from PowerTrack



# ***MISSING TRANSACTIONS***

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7. If there are no entries in the date/time passed and DAAS filename fields, Tracker has received the transaction, but not yet transmitted the BoL
  - Contact Tracker at number shown on website to report problem
8. If there are no entries in the date/time received and passed and DAAS filename fields, then Tracker has not received the BoL
  - Contact the CMOS FAB to report a missing transaction
9. If the above procedures do not resolve the missing transaction issue, contact LPD-2, HQMC (703-695-7930, DSN 225-7930) for assistance.



# ***SMALL PACKAGE EXPRESS***

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- Carrier Invoicing Model
  - MCB Camp Pendleton is inputting shipment information into FedEx PowerShip to receive electronic invoices that load into PowerTrack
- E-bill Invoicing
  - FedEx transactions that are not loaded into PowerTrack by the carrier or are not loaded correctly can be processed by generating an e-bill within PowerTrack
  - MC Base Camp Butler, for example, has denied payment for FedEx transactions and has paid these bills by manually inputting the correct shipment information using information from the paper invoice



# ***SMALL PACKAGE EXPRESS***

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- CMOS/ I2P
  - Air force has completed implementation of I2P, which permits processing of small parcel shipping documentation and feeding buyer-side data to PowerTrack to facilitate use of the Matching Model
  - MCAS Beaufort, MCAS Yuma, and MCB Lejeune are currently using I2P to generate shipping documentation, but they are still using the E-bill Invoicing Model for payment
  - Due to high volumes and I2P processing time, MCB Lejeune is considering reverting back to FedEx PowerShip and using the Carrier Invoicing Model
  - MCB Camp Pendleton is considering testing I2P for generating shipping documentation for UPS small parcel shipments and using the Matching Model
- FedEx PowerShip Version 2285
  - Permits processing of both express and ground shipments
  - Has three shipper reference fields (1) used for TCN (2) used for TAC (3) available for other information
  - In the Carrier Invoicing Model, the TAC is populated in the short-hand alias field in PowerTrack



# DATA ANALYSIS REPORT

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- The Data Analysis tool allows the user to search all transactions in PowerTrack based on a TAC
  - Funds Managers and others use the canned queries to research paid transactions in PowerTrack
- Data Analysis supports the following responsibilities for the funds manager:
  - Review use of Accounting Codes/TACs in PowerTrack using the Data Analysis Report
  - Contact TOs to have them change invalid or inappropriately used Accounting Codes/TACs by creating BoL updates
  - Record year-end accruals using PowerTrack Data Analysis Report
  - Obligating Pre-Val failures (No exceptions)
    - If incorrect TAC charged, take corrective action “charge must be posted immediately...” (This is one of those missed opportunities of not reviewing charges against your TACs regularly)



# DATA ANALYSIS REPORT

**The Data Analysis Report allows users to search on the Shorthand Alias field which contains USMC TACs.**

**1) Select the Reports tab from the top menu of the PowerTrack Main Menu.**

**2) To enter the Data Analysis Tool Select “Data Analysis from the list of available Reports**

The screenshot shows the PowerTrack software interface. At the top, there's a navigation bar with links: Transactions, Statements, Reports (which is highlighted in blue), Configuration, Navigation, and Log Out. Below the navigation bar is a sidebar with several categories: Home, About PowerTrack (including Patent Info, Conferences, FAQ, Privacy Pledge), Business Partners (Seller Directory, Certified Seller List, Seller Certification, DoD Shipping Sites), Training Opportunities (Transportation Training, International Training), Quick Reference Guides (Goods and Services Guides, Transportation Guides), and Contact Information (Contact PowerTrack). The main content area has a heading 'New Password Requirements' with a sub-section about maintaining privacy and security. It also features a section titled 'New and Improved Seller Statement' with a paragraph about enhancements and a bulleted list of improvements. At the bottom of the main content area, there's a link to 'Click here' for more information. On the right side of the screen, there's a sidebar with the PowerTrack logo, a small image of people, and text for the '2006 U.S. BANK FSC ORLANDO, FLORIDA JAN. 31 – FEB. 2, 2006 www.usbankconference.com "Working together is SUCCESS" – Henry Ford'

**New Password Requirements**

At PowerTrack, maintaining the privacy and security of your data is our top priority. To ensure that your data remains secure and private, we are implementing additional requirements for PowerTrack passwords. [Click here](#) to find out more.

**New and Improved Seller Statement**

PowerTrack is pleased to announce enhancements to the seller statement! The enhancements will improve readability, load-time speeds, and overall performance.

Just a few of the seller statement improvements are listed below:

- Information is now displayed on your screen much faster.
- A new printer-friendly option supports portrait printing.
- Statement information can be displayed with or without full transaction detail.

[Click here](#) read about all of the seller statement enhancements.

**PowerTrack News**

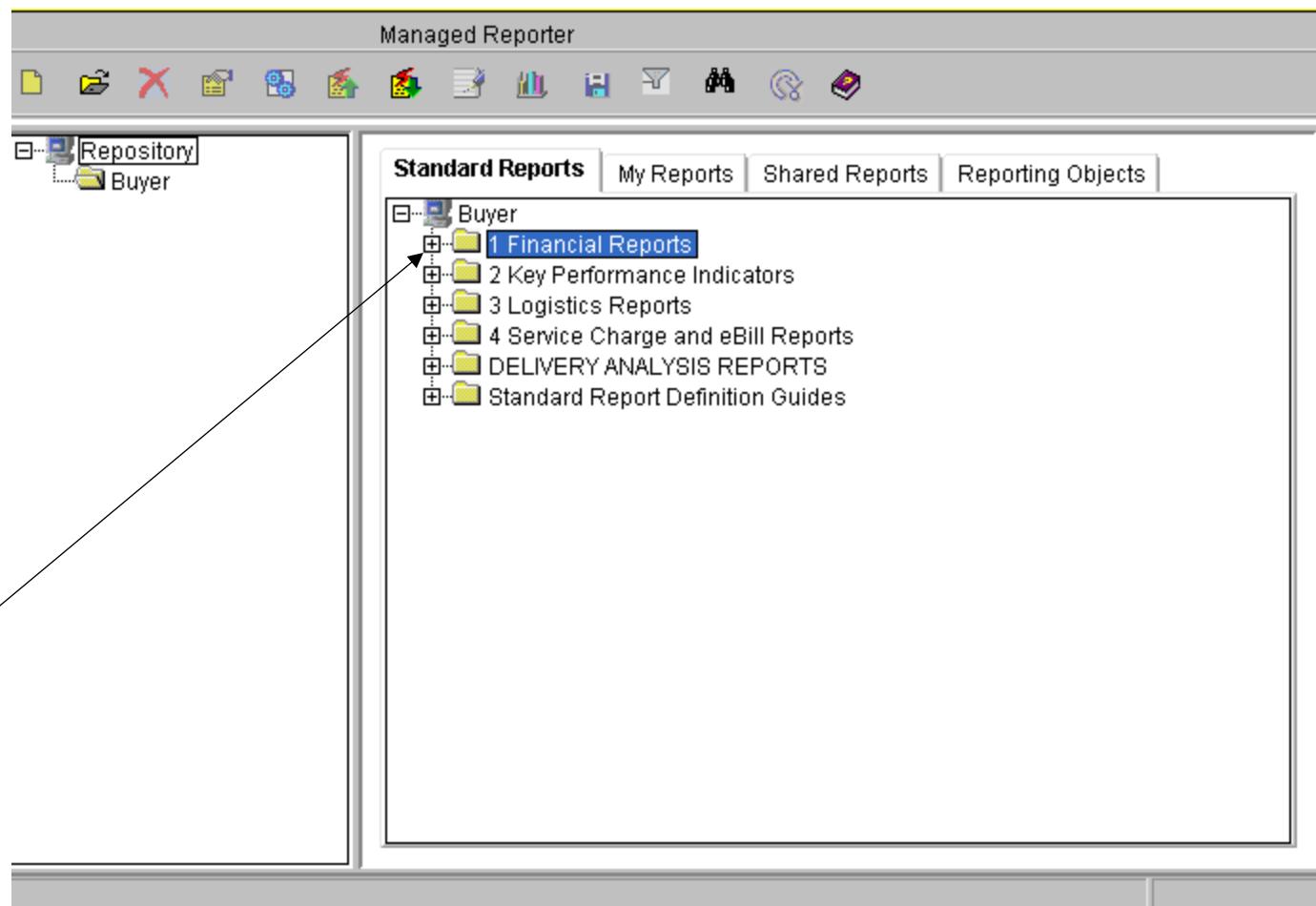
**Nov. 15, 2005 –** At PowerTrack, maintaining the privacy and security of your data is our top priority. To ensure that your data remains secure and private, we are implementing additional requirements for PowerTrack passwords. [Click here](#) to find out more.



# DATA ANALYSIS REPORT

A list of Canned Reports is provided and available for use to the TMO. To view a report on a specific USMC TAC used from different shippers, the TMO will select the “Financial Reports” folder.

3) Double Click on the “Financial Reports” folder.





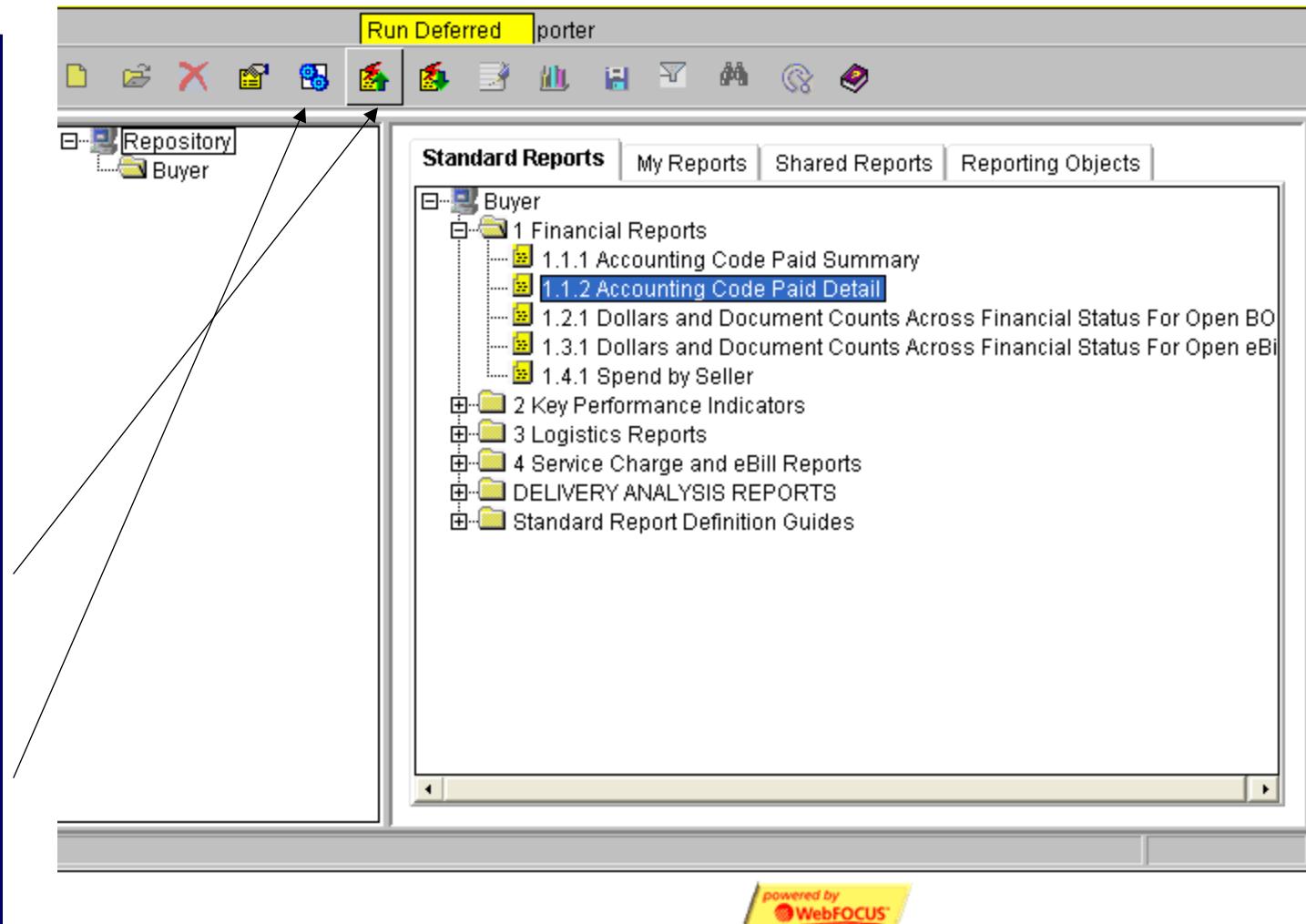
# DATA ANALYSIS REPORT

**4) Select the Financial Report "1.1.2 Accounting Code Paid Detail"**

**To Ensure that the Report does not time out in PowerTrack it is recommended that the user run the report as**

**5a) Select "Run Deferred" to run the report as**

**5b) To get the results immediately click "Run Report".\*This option may time out in PowerTrack"**





# DATA ANALYSIS REPORT

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**6a&b) Enter the desired search criteria into the empty cells.  
“MGR3” is used in this example**

**7a&b) Click the “Submit” button**

Seller Paid Date >= (in YYYYMMDD format):

Seller Paid Date < (in YYYYMMDD format):

Accounting Code Contains(optional):

Output Format:



# DATA ANALYSIS REPORT

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The following page is displayed to indicate the report has been submitted.

8a) Close this window and follow the remaining steps to find the report.

 WebFOCUS

Deferred Report Notification

Information Builders.

Wednesday, January 11, 2006 1:44:48 PM

1.1.2 Accounting Code Paid Detail  
has been successfully submitted for deferred execution.



# DATA ANALYSIS REPORT

**9a) To view the status of the report log back into the Data Analysis Report.**

**10a) Select “Deferred Status”**

The screenshot shows a software application window titled "Deferred Status". The top menu bar includes standard icons for file operations like Open, Save, and Print, along with other application-specific icons. Below the menu is a toolbar with various buttons. The left side of the interface features a "Repository" tree view with a single node named "Buyer". The right side displays a "Standard Reports" catalog under the "Buyer" category. The catalog is organized into several sections:

- 1 Financial Reports**:
  - 1.1.1 Accounting Code Paid Summary
  - 1.1.2 Accounting Code Paid Detail (highlighted with a yellow box)
  - 1.2.1 Dollars and Document Counts Across Financial Status For Open BO
  - 1.3.1 Dollars and Document Counts Across Financial Status For Open eBi
  - 1.4.1 Spend by Seller
- 2 Key Performance Indicators**
- 3 Logistics Reports**
- 4 Service Charge and eBill Reports**
- DELIVERY ANALYSIS REPORTS**
- Standard Report Definition Guides**



# DATA ANALYSIS REPORT

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**11a) The TMO selects his or report by clicking "View".**

WebFOCUS Deferred Report Status as of Wednesday, January 11, 2006 1:47:16 PM Information Builders.

Refresh  Help

Refresh every  seconds. (min. 5 seconds) Enable Refresh:

Completed		Domains	Description	Options
Date/Time Submitted				
Wednesday, January 11, 2006 1:44:48 PM		Buyer	1.1.2 Accounting Code Paid Detail	<a href="#">Delete</a> <a href="#">View</a> <a href="#">Save</a> <a href="#">Parameters</a>



# DATA ANALYSIS REPORT

The Data Analysis Report results are displayed in Excel Format.

12a & 8b)  
After viewing the results, the TMO can save the report by clicking on File Save as from the top left part of the screen.

1 Accounting Code Paid Detail Report							
2 BOLs and eBills Paid From 10/01/2005 Through Before 01/10/2006 - Run Date 01/11/06							
3 Accounting Code	Buyer Doc ID	Seller Doc ID	eBill Number	Carrier Code	Doc Type	Seller Pa	
*****M0002705GB0MGR3***							
4 **	P53352MMFAD25263R008MGR3	713898926406	P53352MMFAD25263R008MGR3	FDE	BOL	10/13/	
5 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	2168089	2168089		LDWY	BOL	10/11/
6 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	8209313	8209313		LRGR	BOL	10/11/
7 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	8209330	8209330		LRGR	BOL	10/11/
8 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501687	2564008	CLMC501687	MCET	BOL	10/04/
9 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501688	2563670	CLMC501688	MCET	BOL	10/04/
10 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501688	2563670	CLMC501688	MCET	BOL	10/04/
11 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501690	2569342	CLMC501690	MCET	BOL	10/11/
12 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501690	2569342	CLMC501690	MCET	BOL	10/11/
13 0	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501691	242816	CLMC501691	MCLK	BOL	10/11/



# ***PSI CERTIFICATION***

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- PSI (PowerTrack Summary Invoice)
- Two step certification process
  1. Electronic Certification
  2. Manual Certification



# PSI CERT. PROCESS - ONLINE

## Online Certification

### Usage Instructions (1 - 10):

1. Login to PowerTrack
2. Select **Statements** menu item
3. Select **Summary Invoice** menu item

PowerTrack® The Smart Currency™ - Microsoft Internet Explorer provided by HQMC

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Research

Address <https://www.powertrack.usbank.com/powertrack/> Go Links

**PowerTrack** usbank The Smart Currency™

Transactions Contracts Statements Reports Configuration Navigation Log Out

**Summary Invoice**

**DoD Picks PowerTrack for Personal Property Moves**

On February 3, 2005, the DoD mandated the use of PowerTrack for all personal property moves. Currently, 37 sites are using the PowerTrack Payment Network with more to be rolled out in the coming months.

"We are excited to welcome all the new transportation service providers onboard," said Richard G. Langer, General Manager for PowerTrack. "As the busy moving season begins, we are pleased to help improve the moving experience for military family members."

Download a copy of the [Federal Registry Notice](#).

**New Support for European Buyers and Sellers!**

To serve you better, PowerTrack is pleased to announce that we opened a European customer service center offering bilingual support. Representatives are available Monday through Friday from 9:00 a.m. to 5:30 p.m. Central European Time (CET) to answer all of your questions about PowerTrack.

If you need assistance with PowerTrack when in Europe, contact the European customer service center by calling:

- In the UK: +00353.402.25733
- In Germany, Austria or the Netherlands: +800.3876.2669
- In Turkey: +800.4488.21125

For extended hours, you may continue to call PowerTrack Customer Service in the U.S. at +001.612.973.3170.

FSC Registration Begins!

If you thought that the 2004 conference was good, just wait for our conference in San Diego. There's more of everything, more labs, more case studies, and yes, we are once again featuring the "Big Event"! To learn more, visit [www.usbankconference.com](http://www.usbankconference.com).

User: rcallewaert1

Internet



# PSI CERT. PROCESS - ONLINE

**4.** The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired - select the arrow in the drop down box to the right of the Account Number).

**5.** Click '**Submit**'

The screenshot shows a web browser window for the PowerTrack system at the URL <https://www.powertrack.usbank.com/powertrack/>. The page title is "PowerTrack. The Smart Currency™ usbank". The navigation menu includes Transactions, Contracts, Statements, Reports, Configuration, Navigation, and Log Out. A "Summary Invoice" dialog box is displayed in the center, containing the text "Account: 424605400001621 - MARINE CORPS BA" with a dropdown arrow icon to its right. Below the dialog are "Submit" and "Cancel" buttons. The status bar at the bottom shows "User: jquinnndod1" and icons for security and internet connectivity.



# PSI CERT. PROCESS - ONLINE

6. Select the Summary Invoice that requires certification (**"Approval Required"**) by clicking the Summary Invoice Number.

PowerTrack. The Smart Currency™  
usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

Summary Invoice List  
Account: 4246054000001621 - MARINE CORPS BA  
Currency: USD - US Dollar

Back Jump Search Detail Edit Save Downlc Print Refresh

Summary Invoice Number	Cycle Date	Availability Date	Status	Summary invoice Amount	Payments	New Balance	Approver Name
4246054000001621106D	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82	
4246054000001621096D	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.37	Don Fitch
4246054000001621086B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch
424605400000162107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch
42460540000016210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch
42460540000016210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch
4246054000001621045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	58,979.40	Don Fitch
42460540000016210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch
424605400000162102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.82	45,695.54	Don Fitch
424605400000162101594	January 15, 2004	January 16, 2004	Approval Final	35,662.82	77,580.44	35,571.59	Don Fitch
424605400000162112592	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41	
424605400000162111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13	
42460540000016211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09	

Download Line Item Detail      Download Transaction Level Detail

7. Click the detail button from the menu bar to view detail.



# PSI CERT. PROCESS - ONLINE

**8.** The detail view will show both electronically and manually billed Accounting Codes.

**PowerTrack** The Smart Currency™

usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

New Balance: 52,296.82

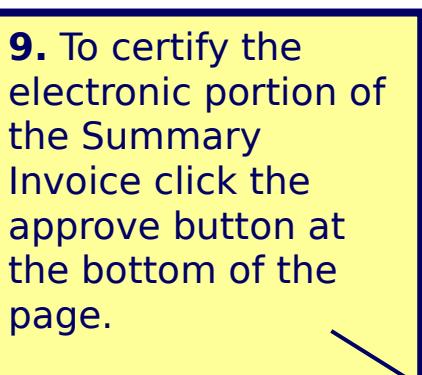
Back Jump Search Detail Edit Save Download Print Refresh

Summary by Accounting Code		
Electronically Billed Accounting Codes	Occurrences	Amount
17**20042004*1106*27A0***00027*M00027*3TRANSCBMCG9***M54050*	13	2,458.16
2200****M5405004CB4MCG9*AA*067443**2D*		
17**20042004*1106*27A0***00264*M00264*3TRANSCBMCC3***M00264*	6	1,231.35
2200****M2040904CB4MCC3*AA*067443**2D*		
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353*	10	4,329.92
2200****M9300404CB4MCB7*AA*067443**2D*		
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353*	1	72.37
*2200****M9300404CB4MCB7*AA*067443**2D*		
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD5***M00264*	6	660.36
2200****M9303804CB4MCD5*AA*067443**2D*		
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD6***M00264*	5	134.53
2200****M9543004CB4MCD6*AA*067443**2D*		
17**20042004*1106*27T0***00027*M00027*02704CB4MFAK***000000*4*	19	16,186.80
*2200****M0002704CB4MFAK*AA*067443**2D*		
17**20042004*1106*27T0***00027*M00027*02704CB4MMT1***000000*4*	1	4.75
*2200****M0002704CB4MMT1*AA*067443**2D*		
17**20042004*1106*27T0***00027*M00027*PF004PF0MGKW***000000*	56	14,202.98
*2200****M0002704CB4MGKW*AA*067443**2D*		
	<b>117</b>	<b>39,281.22</b>
Manually Billed Accounting Codes		
Manually Billed Accounting Codes	Occurrences	Amount
*****TextLOA*****/.....AQ	1	530.00
AR,*AQR		
NP*****MFAK*MFAK	7	5,469.38



# PSI CERT. PROCESS - ONLINE

9. To certify the electronic portion of the Summary Invoice click the approve button at the bottom of the page.



The screenshot shows a computer screen displaying the PowerTrack software interface. The title bar reads "PowerTrack The Smart Currency™ usbank Transactions Statements Reports Configuration Navigation". The main window displays a table titled "Electronically Billed Subtotal" with columns for Accounting Code, Occurrences, and Amount. The table lists various transaction codes with their respective counts and amounts. A "Manually Billed Subtotal" row shows a total of 13430 occurrences and \$487,912.51. Below this is a section titled "PowerTrack Fees" which states "No Current Fees". At the bottom of the screen is a table titled "PowerTrack Payments" with columns for Date, Description, and Amount. It shows a single entry for "PAYMENT RECEIVED - THANK" on "June 27, 2003" with an amount of "\$599,277.55". At the very bottom of the screen is a grey button labeled "Approve the PowerTrack Summary Invoice".

Electronically Billed Subtotal		
Accounting Code	Occurrences	Amount
S *****	114	\$8,318.31
S *****97X4930 5BE0 00160 34909 2221 D03KOD	85	\$11,132.96
S 2TRANSPN 033181*		
S *****97X4930 5NR0 001 P562.01 2216 N JHH2	2	\$128.32
S N03JHH256201MS S 033181*		
S *****97X4930 5BE0 001 34918 2224 Y03JQD20	2	\$445.37
S CONUS1 033181*		
S *****97X4930 5BE0 001 34918 2224 Y03JQD20	505	\$22,096.75
S CONUS1 033181*		
S 11X8242.8LKT.000 01723 C 068892 2D 750006 TK0543J1457T**	5	\$401.62
S 97X4930 5BE0 001 34918 2224 Y03JQD20CONUS1 033181**	1490	\$73,971.09
S 97X4930 5BE0 00160 34909 2221 D03KOD2TRANSPN 033181**	11170	\$357,377.89
S 97X4930.5L50 033181**	1	\$693.81
S 97X4930.5NR0 001 P521.01 2216 N JHH2 N03JHH256201MS S 033181**	34	\$10,495.49
S 97X4930.5NR0 001 P562.01 2216 N JHH2 N03JHH256201MS S 033181**	22	\$2,860.90
Manually Billed Subtotal		13430
		\$487,912.51
PowerTrack Fees		
No Current Fees		
PowerTrack Payments		
Date	Description	Amount
June 27, 2003	PAYMENT RECEIVED - THANK	\$599,277.55
		\$599,277.55

Approve the PowerTrack Summary Invoice



# PSI CERT. PROCESS - ONLINE

**10.** Enter password and click "OK" to approve the Summary Invoice.

The screenshot shows the PowerTrack software interface with a blue header bar. The header includes the PowerTrack logo, the slogan "The Smart Currency™", and the U.S. Bank logo. Below the header, there are menu options: Transactions, Statements, Reports, Configuration, and Navigation. A central dialog box titled "Summary Invoice Approval" contains the following text:  
**Summary Invoice Approval**  
This action will approve the PowerTrack Statement, and will lock-down the accounting data on all transactions identified on this statement. Please review the following approval declaration, and select the appropriate option below.  
As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending July 15, 2003. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally.

A separate "Password Verification" dialog box is overlaid on the main window. It has a title bar "Password Verification" and a message "Please enter your password for verification:" followed by a password input field. There are "OK" and "Cancel" buttons at the bottom of the dialog box. A blue arrow points from the text "Enter password and click 'OK'" in the yellow box to the "OK" button of the "Password Verification" dialog box.



# PSI CERT. PROCESS - ONLINE

Once certified the Summary Invoice will include this box at the bottom of the page with approver name, user ID, and date.

**PowerTrack** The Smart Currency™

usbank Transactions Contracts Statements Reports Configuration Navigation Log Out

1/7/2004 200411082710\*\*\*00027\*PF004PFUMGKVV\*\*\*000000\*  
\*2200\*\*\*\*M0002704CB4MGKW\*AA\*067443\*\*2D\*

Back Jump Search Detail Edit Save Downl Print Refresh

Manually Billed Accounting Codes	Occurrences	Amount
**XXXXXX*4930*NH3S***77777*N65236*BFY2004N86FG***000000*0** 00****N6523604GBLN86F*AA*065236**2F**N86F/97,,XXXXXXX,4930,NH- .77777,N65236,BFY2004N86FG,,000000,0,...,000,...,N6523604GBLN86F ,AA,065236,,2F,,N86F,*N86F	2	2,067.70
NP*****AVDE/.....*	1	1,715.00
	<b>3</b>	<b>3,782.70</b>

**PowerTrack Fees**

No Current Fees

**PowerTrack Payments**

Date	Description	Amount
August 30, 2004	PAYMENT RECEIVED - THANK	16,253.74
		<b>16,253.74</b>

As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending September 15, 2004. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally.

Signed: Approver Name User ID Date  
Don Fitch dfitch 9/17/2004 10:16 AM



# PSI CERT. PROCESS - ONLINE

View of Summary  
Invoices once  
certified with  
Certifying Officer  
name and date.

PowerTrack The Smart Currency™

usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

**Summary Invoice List**

Account: 424605400001621 - MARINE CORPS BA  
Currency: USD - US Dollar

Back Jump Search Detail Edit Save Downlc Print Refresh

Invoice	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Date
			Open					
21106DF	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
21096DC	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,051.87	Don Fitch	September 17, 2004
21088B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 2004
2107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch	July 20, 2004
210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
21045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,879.40	Don Fitch	April 20, 2004
210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
2102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 2004
2101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 2004
2112592	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
2111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		

Download Line Item Detail      Download Transaction Level Detail



# PSI CERT. PROCESS - MANUAL

## Manual Certification

### Usage Instructions (1 - 11):

- 1.** Login to PowerTrack
- 2.** Select **Statements** menu item
- 3.** Select **Summary Invoice** menu item

 **PowerTrack** The Smart Currency™  
Transactions Statements Reports Configuration Navigation

Welcome, [Logout](#) | [Summary Invoice](#)

**About PowerTrack**

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- [General Info](#)
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- [News Releases](#)
- [Privacy Pledge](#)
- [PowerTrack Connections](#)

**Business Partners**

- [Certified Seller List](#)
- [Seller Certification](#)

**Training Opportunities**

- [Buyer Training Schedule](#)
- [Seller Training Schedule](#)
- [Quick Reference Guide](#)

**Contact Information**

email:  
[powerstrack@usbank.com](mailto:powerstrack@usbank.com)

phone:  
1-800-417-1844

U.S. Bank  
[www.powerstrack.com](http://www.powerstrack.com)

### Get Your Computer Ready for the PowerTrack Release 2.7

This July, PowerTrack will add new and industry-leading accounting features as part of our upcoming system release, PowerTrack Release 2.7. This upgraded version of PowerTrack will allow users unparalleled control and automation of the expense classification process, enabling superior expense control throughout the payment cycle.

PowerTrack is designed to be easily accessible from standard versions of Microsoft® Windows® operating systems and Microsoft® Internet Explorer, using the most up-to-date technology available. To take advantage of the functionality coming in PowerTrack R2.7, you may need to upgrade your computer operating system and internet browser. Please forward these system requirements to your Information Systems staff to determine if your system needs to be upgraded.

#### Operating System Changes

If you use Microsoft® Windows® 95 or Microsoft® Windows® 98, you will need to upgrade your operating system to use PowerTrack R2.7. Because Microsoft no longer offers technology upgrades for these operating systems, they are not capable of supporting standard Internet technologies used in the PowerTrack environment. Also, Microsoft intends to discontinue support for Microsoft® Windows® NT 4.0 on June 30, 2003. You



#### Conference Details...

**When:** Tuesday, June 24 – Thursday, June 26, 2003

**Where:** San Francisco Marriott  
55 Fourth Street  
San Francisco, CA 94103

**Registration Fee:** \$495 per person



# PSI CERT. PROCESS - MANUAL

4. The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired - select the arrow in the drop down box to the right of the Account Number).

5. Click 'Submit'

The screenshot shows a web browser window for the 'PowerTrack' application, which is part of the 'usbank' system. The URL in the address bar is <https://www.powertrack.usbank.com/powertrack/>. The main menu includes 'Transactions', 'Contracts', 'Statements', 'Reports', 'Configuration', 'Navigation', and 'Log Out'. A 'Summary Invoice' dialog box is displayed in the foreground, containing the account number '424605400001621 - MARINE CORPS BA' and two buttons: 'Submit' and 'Cancel'. The 'Submit' button has an arrow pointing towards it from the text in step 5. The bottom of the screen shows a user session information bar with 'User: jquinnod1' and various system icons.



# PSI CERT. PROCESS - MANUAL

**6.** Select the Summary Invoice that requires certification (**"Approval Required"**) by clicking the Summary Invoice Number.

**7.** Click the detail button from the menu bar to view detail

The screenshot shows a software application window titled "PowerTrack The Smart Currency™" with the "usbank." logo. The main title bar includes "Transactions", "Contracts", "Statements", "Reports", "Configuration", "Navigation", and "Log Out". Below the title bar is a menu bar with icons for Back, Jump, Search, Detail (which has an arrow pointing to it), Edit, Save, Download, Print, and Refresh. The main content area is titled "Summary Invoice List" and displays a table of invoices. The columns are: Invoice Number, Cycle Date, Availability Date, Status, Summary Invoice Amount, Payments, New Balance, Approver Name, and Approval Date. The "Status" column contains entries like "Open", "Approval Required", and "Approval Final". The "Summary Invoice Amount" column shows values such as 52,387.85, 80,145.40, 52,296.82, etc. The "Approver Name" column lists "Don Fitch" multiple times. The "Approval Date" column shows dates like September 17, August 17, July 20, June 18, May 19, April 20, March 19, February 20, January 28, etc. At the bottom of the table are navigation arrows and two buttons: "Download Line Item Detail" and "Download Transaction Level Detail".

Invoice Number	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Date
1621106D	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
1621096D	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.37	Don Fitch	September 17, 2004
1621086B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 2004
162107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch	July 20, 2004
16210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
16210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
1621045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,979.40	Don Fitch	April 20, 2004
16210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
162102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 2004
162101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 2004
162112582	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
162111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
16211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		



# PSI CERT. PROCESS - MANUAL

8. Click the print button to print the Summary Invoice for manual certification and signature.

The screenshot shows a PowerTrack interface with a blue header bar containing the logo 'PowerTrack. The Smart Currency™' and the usbank. logo. The menu bar includes Transactions, Contracts, Statements, Reports, Configuration, Navigation, Log Out, and several icons for Back, Jump, Search, Detail, Edit, Save, Download, Print, and Refresh. Below the menu is a table of transaction details:

2200****M5405004CB4MCG9*AA*067443**2D*	10	4,329.92
17**20042004*1106*27AD****00264*M00264*3TRANSCBMC C3***M00264*		
2200****M2040904CB4MCC3*AA*067443**2D*		
17**20042004*1106*27AD****67353*M67353*3TRANSCBMC B7***M67353*		
2200****M9300404CB4MCB7*AA*067443**2D*	1	72.37
17**20042004*1106*27AD****67353*M67353*3TRANSCBMC B7***M67353*		
*2200****M9300404CB4MCB7*AA*067443**2D*		
17**20042004*1106*27M0****00264*M00264*3TRANSCBMC D5***M00264*	6	860.36
2200****M9303804CB4MCD5*AA*067443**2D*		
17**20042004*1106*27M0****00264*M00264*3TRANSCBMC D6***M00264*	5	134.53
2200****M9543004CB4MCD6*AA*067443**2D*		
17**20042004*1106*27T0****00027*M00027*02704CB4MFAK***000000*4*	19	16,186.80
*2200****M0002704CB4MFAK*AA*067443**2D*		
17**20042004*1106*27T0****00027*M00027*02704CB4MMT1***000000*4*	1	4.75
*2200****M0002704CB4MMT1*AA*067443**2D*		
17**20042004*1106*27T0****00027*M00027*PF004PF0MGKV***000000*	56	14,202.98
*2200****M0002704CB4MGKV*AA*067443**2D*		
	117	39,281.22

Accounting Codes requiring online / electronic certification.

Accounting Codes requiring manual certification.

The screenshot shows a table titled 'Manually Billed Accounting Codes' with columns for 'Occurrences' and 'Amount'. The table lists various accounting codes and their corresponding amounts:

Manually Billed Accounting Codes	Occurrences	Amount
*****TextLOA*****/.....AQ	1	530.00
AR,*AQAR		
NP*****MFAK*MFAK	7	5,469.38
NP*****MCD6*MMT1	1	188.78
NP*****MMT1*MMT1	3	84.70
NP*****MFAK/.....*	1	1,919.31
NP*****AVDS/.....*	1	1,793.60
NP*****/.....MCB6,*	1	1,008.41
MCB6		
NP*****/.....A4MP,*	1	1,944.97
A4MP		
NP*****M4JP/.....*	2	167.48
	18	13,106.63

## PowerTrack Fees

No Current Fees

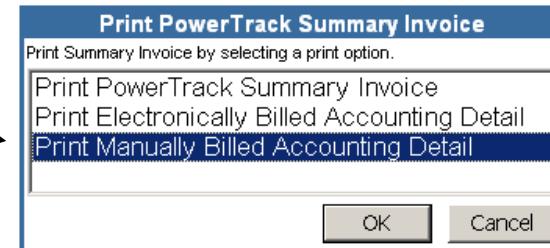


# PSI CERT. PROCESS - MANUAL

**9.** Select “Print Manually Billed Accounting Detail” print option / view and click OK. It is **very important** that the CO only certifies the manually billed detail on the paper copy of the invoice to avoid duplicate payments by DFAS.

**10.** Sign the Manual Section of the Summary Invoice to Certify.

**11.** Mail the certified manual portion of the Summary Invoice to DFAS Commercial Pay.



**NOTE:** After selecting OK a warning box will appear indicating “This page is best printed using landscape”  
- Select OK



# ***PERSONAL PROPERTY ISSUES***

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- February 3, 2005, DoD mandated the use of PowerTrack for all personal property moves
- Currently, 37 sites are using the PowerTrack Payment Network with more to be rolled out in the coming months
  - See Federal Register, Vol. 70, No. 22/Thursday, February 3, 2005, Notices for more details

HQMC, LPD POCs:

- Mr. Robert Butherus  
(725) 695-7762/7765/8072  
DSN 225-7762  
[robert.butherus@usmc.mil](mailto:robert.butherus@usmc.mil)

- Mr. Mark Edwards  
(725) 695-7762/7765/8072  
DSN 225-7762  
[mark.a.edwards5.ctr@usmc.mil](mailto:mark.a.edwards5.ctr@usmc.mil)

- Mr. Willie County  
(725) 695-



# **SYSTEM HELPDESK**

## **POCS**

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- CMOS Help
  - General system problems
    - Duty Hours 24/7
    - (334) 416-5771
    - DSN 596-5771
    - [ssg.swcd.ceds@gunter.af.mil](mailto:ssg.swcd.ceds@gunter.af.mil)
- Missing transactions in CMOS
  - Mr. Gordon Allbritton
    - (334) 416-2067
    - DSN 596-2067
    - [Gordon.allbritton@gunter.af.mil](mailto:Gordon.allbritton@gunter.af.mil)
- PowerTrack Help
  - (800) 417-1844
  - [customer.support@powertrack.com](mailto:customer.support@powertrack.com)
- SABRS Help
  - [sabrshelp@hqmc.usmc.mil](mailto:sabrshelp@hqmc.usmc.mil)
- Tracker Help
  - Duty Hours (EDT)
  - (937) 257-6883
  - DSN 787-6883
  - Mr. John Rhodes
    - (937) 257-6883
    - DSN 787-6883
    - [john.rhodes@wpafb.af.mil](mailto:john.rhodes@wpafb.af.mil)
- DAASC Help
  - Ms. Jennifer Taulbee
    - [jennifer.taulbee@dla.mil](mailto:jennifer.taulbee@dla.mil)
  - EDI HelpDesk
    - [edi@daas.dla.mil](mailto:edi@daas.dla.mil)



# ***HQMC POCS***

---

- Functional Transportation Policy
  - TBD
  - LPD-2
  - (703) 695-7930 ext. 2464
  - DSN 225-7930
- Functional Financial Policy
  - CWO3 Steve Lawhorn
  - RFA
  - (703) 614-2290
  - DSN 224-2290
  - [LawhornSF@hqmc.usmc.mil](mailto:LawhornSF@hqmc.usmc.mil)
- PT User Accounts/Issues
  - Mr. Jonas Baranauskas
  - LPD-2 (IBM)
  - (703) 695-7930
  - DSN 225-7930
  - [powertrack2@hqmc.usmc.mil](mailto:powertrack2@hqmc.usmc.mil)
- Technical Issues
  - Mr. Richard Morrow
  - LPD-1
  - (703) 695-7930
  - DSN 225-7930
  - [Richard.j.morrow@usmc.mil](mailto:Richard.j.morrow@usmc.mil)